



Place Based Investment Fund

Grant Information & Application

Applications Due: Friday, February 21, 2014 by 5:00 pm EDT

Indiana Office of Community and Rural Affairs (OCRA)
One North Capitol, Ste 600
Attention: Corrie Scott
Indianapolis, IN 46204

About the Program

The Place Based Investment Fund (PBIF) is a competitive grant partnership between the Indiana Office of Tourism Development (IOTD) and the Indiana Office of Community and Rural Affairs (OCRA) that funds efforts by Indiana communities to become even greater places to visit, live, and work. The program invests in unique projects and programs that seek to create jobs and further establish a diverse local, regional, and state economy. Performance-based quality of place initiatives that maximize investment and collaboration by local governments, economic development organizations, convention and visitor bureaus, Indiana Main Street organizations, public or private schools and community foundations are the intended recipients of these grants. Competitive projects will be multi-purpose, non-traditional, crowd-building venues or unique gathering places that significantly enhance existing assets into distinctive and special places for a community. The fund is a collaborative partnership between two state agencies and requires that applicants also be a collaborative partnership of at least two local organizations.

Eligibility

Eligible applicants will be a partnership of at least two of the following: convention and visitor bureaus, local or regional economic development agencies, units of local government, Indiana Main Street organizations, public or private schools, and community foundations.

Investments that make tangible improvements to the quality of a place are the target of this fund. Traditional marketing, printing, and advertising are not eligible. Capital expenditures must be tied to a clear vision and activities.

Funding

A total of \$300,000 has been allocated for this program. Grant requests between \$25,000 and \$50,000 will be considered. There is a 1:1 cash match requirement. At least two of the partners must contribute to the cash match, although it is not necessary that the match be shared equally between the partners. In-kind contributions cannot be considered. Other considerations will include the proportion of the match shared between partners, the depth of the collaboration among the partners, as well as the number of partners engaged in the project. Favorable consideration will be given to a higher ratio of cash match, Indiana Main Street organization and school participation.

Federal and other state funds may not be used as cash match. This program encourages collaboration and the leveraging of local and regional resources to meet the opportunities in communities. The intent is to promote community investment in all projects.

Submission of matching funds must be properly documented. Documentation for cash match requires a letter from the organization committing the cash match. The letter must be on the organization's letterhead and signed by either their chief executive officer or chief financial officer. The letter must include the total amount committed for the entire grant period and certify that the funds are available at the time of application.

Selected grantees will be permitted to utilize the funds for the duration of the project period according to the start and end dates identified in the grant agreement, but cannot exceed 18 months.

Grant funds may only be utilized to cover eligible costs associated with the execution of the project.

Examples of ineligible costs include but are not limited to:

- Wages, salaries, and fringe benefits
- Administrative expenses, including grant administration
- Printing, copying, binding, etc
- Traditional visitor collateral - i.e. brochures, rack cards, guidebooks
- Studies, research, planning, plans, etc
- Operational expenses such as rent, utilities, insurance
- Costs to supplant existing funds for an existing project or program (the grant funds and required cash match must be used for the implementation or expansion of a project or program)
- Direct financial support to a business, individual, or organization

Timeline

Completed grant applications must be received by Friday, February 21, 2014. Recipients will be notified by Monday, March 17, 2014. Grant execution begins at time of the executed agreement and ends 18 months later. A final report will be required 30 days after end date of executed agreement.

Financial Reimbursement Procedures

Upon receiving a fully executed grant agreement, the grantee may request up to 50% of the grant award. The grantee may claim the remaining 50% upon completion of the project. All reports outlined in the grant agreement, documentation of cash match and grant fund expenditures must be received and satisfied before the final claim will be paid.

Reporting and Records Retention

The grantee is required to submit progress reports on:

- Friday, October 17, 2014
- Friday, February 13, 2015
- Friday, June 12, 2015

The final/closeout report should be submitted no later than Friday, December 18, 2015.

The grantee will be expected to maintain supporting documentation of grant expenditures, sufficient to enable an audit by the State of Indiana and for monitoring by OCRA.

Grantees are expected to maintain records that are appropriate for the type of project being implemented. For example, if a project is providing business development services to entrepreneurs, records will be maintained for each individual documenting the services provided as well as challenges and successes.

All records should be maintained for three years beyond the receipt of the final payment for the project. OCRA may monitor these records at any time throughout the duration of the project and the records retention period.

How to Apply

One electronic copy of the entire application in PDF format delivered on either a CD or flash drive, *plus* five hard copies of the proposal, including one marked as the original that is signed in blue ink, must be submitted to OCRA. The other four should be marked as copies. Complete and properly formatted applications can be mailed or hand delivered no later than Friday, February 21, 2014 by 5:00 pm EDT to:

**Indiana Office of Community and Rural Affairs
One N Capitol, Suite 600
Indianapolis, IN 46204**

Pre-application submission questions should be directed to your [OCRA Community Liaison](#)

Note: Please label each section, tabbed index dividers are preferred but are not required. Do not use binders.

Application Instructions

Each application shall adhere to the following formatting requirements and must address each of the items stated below. Application must be typed, single sided, numbered pages, one-inch margin, double-spaced; and, the font should be 12 point Times New Roman. Please do not use acronyms in the proposal.

Although there is no page limit, the proposal should be succinct.

1. Lead Applicant Coversheet

Use the form titled *Form 1* as the first page of the grant application. This is the only form that will be accepted as your cover sheet. Sign in blue ink only.

2. Table of Contents

Provide a table of contents immediately following *Form 1*.

3. Partner Coversheet

Complete *Form 2* for each organization that will assume an active role in the project. This section must be complete to qualify as a project partner. Be specific about the participation and contribution of each partner.

4. Executive Summary

Provide a one-page summary that outlines the partnership, project need, project scope and sustainability plan.

5. Community Need

A. Identify the need that the project will address, the area to be served and who will benefit from the project.

B. Identify any efforts in the community, county or region that have been or are being taken to address these needs.

C. Identify if the proposed project is part of any prior planning (e.g. comprehensive plan, downtown revitalization plan, tourism development plan, economic development plan, etc.)

D. Describe how the proposed project relates to current efforts, improves upon, adds value to, or completes the next step.

E. Include one letter of support from a local or regional entity that will benefit, explaining their interest in the potential project. Include the letters as *Attachment A*.

F. Describe efforts to gather public input and support for the project. Document input methods such as surveys, public meetings, etc.

6. Program Description

A. Provide a detailed description of each component of the project. This section should provide a clear, sequential description of the project.

B. Identify whether the project is new or an expansion. If the project is an expansion of a current program, be very specific about what is currently being done, the sustainability of the current project and what the expansion will be.

C. Identify the partner organizations involved in the planning process and their role in the implementation of the project. Provide a detailed description of their roles as well as the resources they will contribute.

D. Explain how the project's services will be publicized, if appropriate. Explain how you will engage the community and document their buy-in.

E. Provide a detailed timeline for the project. Indicate the organization and/or persons responsible for each item, and include the completion date.

F. Include project area map identifying proposed project along with prior and future related projects.

7. Staffing and Management

A. Describe the staffing needs of the program and staff qualifications. Provide a job description for any position that will participate in this project, and if already identified, the resume of the person who will be filling the position. Include job descriptions and resumes as *Attachment B*.

B. Complete *Form 3*, the Management Review Form.

C. Describe the lead applicant's experience and ability to implement the proposed project. Identify previous accomplishments the applicant has related to this area and any previous grant administration.

8. Outcomes and Benchmarks

A. Clearly identify the benchmark measures for your project on *Form 4* and the activities that will be undertaken to achieve them. Then identify the anticipated impact of the project on the community.

B. As you complete *Form 4*, note you will be reporting the results of your benchmark measures each reporting cycle if your project is funded. The results recorded on *Form 4* each cycle will serve as a measurement of impact and achievement in your community.

C. The proposed benchmark measures need to clearly lead to desired measurable outcomes, found on *Form 5*, the Final Outcomes form. Although *Form 5* will not be due until the final report, it is helpful to look at the outcomes you will be reporting.

9. Evaluation

Identify your strategies for measuring successful achievement of the benchmarks stated in the proposal, the information that will be tracked and the tracking format. Submit the format to track the information as *Attachment C*.

10. Sustainability

A. Describe in detail how the project will be sustained beyond the initial funding period. Identify efforts, funding and plans that have been made for future sustainability and any partner involved.

B. Describe in detail how additional initiatives will build on the project. Identify efforts, funding and plans for complimentary projects.

C. Describe in detail plans for building momentum around the project through publicizing of project success and related efforts.

D. Identify leadership capacity moving forward to sustain initiative. Identify succession planning for current leadership team.

E. Describe in detail previous and future youth engagement on the project. Identify efforts to engage and educate youth in the community on the initiative.

11. Budget

A. A budget narrative needs to be included that clarifies the proposed use of the funds.

B. Submit *Form 6*, the Grant Budget Summary form.

C. Include a detailed line item budget.

D. *Form 7*, the Table of Matching Funds, must be completed and include all sources of match.

E. Include letters of commitment for cash contributions from all sources on the contributing organization's letterhead and clearly state the amount of the contribution for the entire 18 month period. The letter should be signed by the chief executive officer or chief financial officer, and certify that the funds are available at the time of application. Include the letters as *Attachment D*.

F. When developing the project budget, be sure to list grant funds and local match restrictions.

12. Application Checklist

Complete *Form 8*, Application Check List. This will serve as the last page of the grant proposal.

Lead Applicant Coversheet

Lead (Legal) Applicant:

Contact Person/ Title:

Mailing Address:

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Lead Applicant's Legal Status (check one): _____ Not for profit _____ Government Entity
Federal ID # _____

Project Coordinator: _____

Mailing Address:

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Type of Project (check one): _____ New _____ Expansion of an Existing Program

Amount Requested: \$ _____

Amount of Match: \$ _____

Total Budget: \$ _____

Identify:

Indiana State Senator(s) _____

Indiana State Representative(s) _____

List the counties to be served by the project: _____

Upon signing this request I am certifying that the applicant is not in violation of any state or federal law, or municipal ordinances as of this date. No money is due and payable to any municipal, county, state, or U.S. governmental agency or department, nor does the applicant have liens or potential liens which could jeopardize the completion of this project.

Signature of Chief Official

Official's Title

Date

Partner Coversheet

Partner (Legal) Applicant:

Contact Person/ Title:

Mailing Address:

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Partner's Legal Status (Check one):

☐ Not for profit ☐ Government Entity ☐ For-profit

Project Coordinator: _____

Mailing Address:

City: _____ Zip Code: _____ County: _____

Phone: _____ Fax: _____ Email Address: _____

Thoroughly describe the role of the organization in the project. Be specific about the participation and contribution. Discuss past collaborative efforts between applicants. Attach an additional page if needed. This section must be complete to qualify as a partner.

Upon signing this request I am certifying that the applicant is not in violation of any state or federal law, or municipal ordinances as of this date. No money is due and payable to any municipal, county, state, or U.S. governmental agency or department, nor does the applicant have liens or potential liens which could jeopardize the completion of this project.

Signature of Chief Official

Official's Title

Date

Management Review

The following questions must be answered to determine the applicant's ability to manage and safeguard funds. The documents described on this form do not need to be submitted; however, they must be available for review, either on-site or electronically by the state, should a request be made. **This form should be completed for the lead applicant.**

1. Has your organization received funds from federal or other Indiana state agencies within the last five years? (circle one): YES/ NO

If YES, list the agency, date(s) of award, and the amount awarded. _____

2. Date of your organization's fiscal year: _____

3. Date of last audit: _____

Were there material findings in the audit? (circle one): YES/ NO

If YES, were corrective actions taken? (circle one): YES/ NO

If NO, please explain:

4. Identify the type of accounting system of your organization (check one):

_____ Cash _____ Accrual

5. Does your organization have written (circle one):

Accounting procedures?	YES/ NO
Personnel policies and procedures?	YES/ NO
Travel policies and procedures?	YES/ NO
Procurement procedures?	YES/ NO
Conflict of interest policy?	YES/ NO

5. Is your organization in good standing with the following (circle one):

State Board of Accounts?	YES/ NO/NA
Indiana Department of Revenue?	YES/ NO/NA
Indiana Secretary of State?	YES/ NO/NA

Benchmarks

Propose 3 to 5 benchmark measures for your project. Proposed benchmarks should correlate to the expected outcomes located on *Form 5*. The benchmark measure results should be included in all reports.

Benchmarks

1.

Result:

2.

Result:

3.

Result:

4.

Result:

5.

Result:

Final Outcomes

Indicate your expected outcomes for the project. At the conclusion of the grant, the lead applicant will provide data to show whether the expected outcome was reached. The outcomes should correlate to the benchmark measures on *Form 4*.

Outcomes	Quantified Value

Grant Budget Summary			
	Grant Request	Cash Match	Total
Professional Fees			
	\$	\$	\$
Program Costs	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Program Costs Subtotal	\$	\$	\$
Other Costs			
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Other Costs Subtotal	\$	\$	\$
Total Grant Funds	\$		\$
Total Cash Match		\$	\$
Total Project Budget			\$

Table of Matching Funds

List all match funding sources below. Support letters for financial commitments listed below should be included as *Attachment D*.

Source of Project Funds	Cash
Total Matching Funds	

Application Checklist

___ Application is typed and double-spaced, using 12-point Times New Roman font, and submitted in order listed below.

___ **Lead Applicant Coversheet, Form 1**

___ **Table of Contents**

___ **Partner Coversheet, Form 2**

___ **Executive Summary**

___ **Community Need**

- ___ Identifies area to be served and the beneficiaries of the project.
- ___ Identifies community/county/regional efforts to address the issues.
- ___ Identifies project's inclusion in prior planning.
- ___ Identifies efforts to gather public input and support for the project.
- ___ Defines project in qualitative and quantitative terms.
- ___ One or more letter/s of support from local or regional beneficiary included as *Attachment A*.

___ **Program Description**

- ___ Project is logical, sequential, and clearly described in detail.
- ___ Identifies whether project is new or an expansion.
- ___ Explanation of current efforts, the sustainability of the current project, and the plans for expansion (if applicable).
- ___ Identifies parties involved in the planning & implementation of the project.
- ___ Explains how project will engage the community.
- ___ Includes detailed timeline.
- ___ Includes project area map identifying proposed project along with prior and future related projects.

___ **Staffing and Management**

- ___ Describes staffing needs and includes job descriptions and resumes as *Attachment B*.
- ___ Complete Management Review, *Form 3*
- ___ Describes lead applicant's agency, previous grant administration experience, and qualifications to develop and implement the proposed project, including related accomplishments.

___ **Outcomes and Benchmarks**

- ___ Complete Benchmark Measures, *Form 4*.
- ___ Identifies the project's anticipated impact on the community.

___ **Evaluation**

- ___ Strategies to document success and detailed methods for tracking.
- ___ Forms for tracking including pre- or post-test tools are included as *Attachment C*.

____ **Sustainability**

- ____ Clear evidence and support for sustaining and maintaining project beyond initial funding period.
- ____ Describes in detail how additional initiatives will build on the project along with the efforts, funding and planning.
- ____ Describes in detail plans for building momentum around project through publicizing of project success and related efforts.
- ____ Identifies leadership capacity moving forward to sustain initiative and any succession planning for current leadership team.
- ____ Describes in detail previous and future youth engagement on the project. Identifies efforts to engage and educate youths in the community on the initiative.

____ **Budget (must be included in this order)**

- ____ Separate budget narrative with a cost per participant analysis.
- ____ Complete Project Budget Summary, *Form 6*.
- ____ Line item budget is complete.
- ____ Complete Table of Matching Funds, *Form 7*.
- ____ Letters of commitment for matching sources are included as *Attachment D*.

____ **Application Checklist**

- ____ *Form 8*, the Application Checklist is complete and included.

Note: Original application is signed in BLUE INK and marked as original. Four copies should also be submitted. Application sections should be labeled and page numbered appropriately. Do not utilize binders to submit applications. An electronic copy of the entire application in PDF format and delivered on either a CD or flash drive is also required (media will not be returned).